

GENERAL MANAGER WESTWORLD

DISTINGUISHING FEATURES

The fundamental reason the General Manager position exists is to perform high level managerial and professional work in directing, administering and coordinating all activities involved in WestWorld. Contributes effectively to the organization's performance goals and strategies. Work is performed in accordance with statutory procedures and broad policies as prescribed by the City Manager's office, which holds the General Manager responsible for the effectiveness of WestWorld activities and events. The General Manager, WestWorld reports to an Assistant City Manager.

ESSENTIAL FUNCTIONS

Provides vision and leadership while directing the overall events and activities held at WestWorld.

Establishes goals and objectives for the divisions within the department, manages resource needs, and communicates and manages organizational change. Works in partnership with City Management and the WestWorld Oversight Committee to define the strategic direction.

Develops and directs promotional activities designed to increase use of the facility and serves as the primary City authority on all matters pertaining to WestWorld.

Works with local equestrian groups and casual riders to serve their needs.

Negotiates contracts with the equestrian industry, event promoters, vendors and others engaged in event and facility development; monitors and manages the contracts.

Supervises the activities of staff engaged in event coordination, facility operations and maintenance activities.

Coordinates with the Bureau of Reclamation and other governmental agencies and committees to ensure appropriate funding and use of the facility.

Manages fiscal resources to accomplish organizational objectives. Oversees the development and implementation of a CIP budget.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of facility and event management and administration.

Management practices and procedures.

Community organizations and their leaders.

Various negotiation styles and techniques.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.

Effectively communicate verbally and in writing with all levels of City staff, Council, and public.

Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view.

Conduct research and analyze, interpret and report research findings and recommendations

Prepare clear and concise reports.

Be committed to quality and possess a shared commitment with the organization that focuses on continuous improvement.

Model City Values and manage within Values to guide effective organizational change and renewal.

Be an innovative leader that contributes effectively to the organization's performance goals and strategies.

Exercise excellent verbal, written, and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives.

Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities.

Value diversity and promote shared responsibility, teamwork, systems integration, and acceptance of change.

Sit approximately 80%, walks approximately 15%, and stands approximately 5% of workday.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Business or Public Administration or a closely related field plus a minimum of five years increasingly responsible experience in facility and event management and administration. Proven history of strong, positive relations with promoters, vendors, civic groups and citizenry. Experience in contract negotiations and developing agreements with clients is essential. Strong financial/analytical skills and experience in creating and implementing strategic business plans is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified